

**NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES**

**PHASES FOR ISSUING A LICENSE TO OPERATE
A RESIDENTIAL CHILD-CARE FACILITY**

Phase I

- Become familiar with the administrative rules for the type of agency you wish to operate. Administrative Rules for Residential Child-Care Facilities are located in North Carolina Administrative Code Chapter 10A, Subchapters 70I and 70J. These rules can be accessed at the following web site: <http://www.state.nc.us/dss/licensing/> Click on Residential Child Care
- A license is issued to a specific agency at a specific location, is non-transferable, and remains the property of the Department of Health and Human Services. Therefore a licensed program must be established at a specific location.
- Complete the Inquiry to Operate A Residential Child-Care Facility and mail this form along with the required attachments to The Division of Social Services.
- This Information will be reviewed. If the initial criteria are met a consultant is assigned and Phase II begins.

Phase II

- The consultant will provide you with an Application to Operate A Residential Child-Care Facility. During Phase II you must complete the application and submit policies and procedures. Policies and procedures must be thorough and must follow the outline of the application and correspond to each section that is applicable to your agency.
- Upon completion mail the application, the policies and procedures to the consultant.
- The consultant thoroughly reviews the application and policies and procedures for compliance with licensing standards.
- Provide proof of your business structure. Information regarding business structures can be accessed at:
<http://www.nccommerce.com/servicenter/blio/startup/structure.asp>
- Provide documentation from the Division of Facility Services that you have complied with the requirements pertaining to Buildings, Equipment and Fire Safety found in 10A NCAC 70I .0700. This involves Construction and Renovation, Building Codes, Fire and Building Safety, General Sanitation, Room and Space Requirements, etc.
- Submit the Fire Inspection, Health Inspection, approval from Zoning Authority, etc. to the consultant.
- The application, policies and procedures should be returned to the consultant within six months of beginning Phase II. If more time is needed the applicant will need to contact the consultant. If the consultant has not been contacted within six months of beginning Phase II, the Inquiry and attachments will be purged.

Phase III

- After determining that the agency is in compliance with licensing standards the consultant will visit the residential child care facility.

Phase IV

- When all necessary materials and documents have been submitted, reviewed and approved and the consultant has made an on-site visit, a determination will be made regarding licensure. You will receive a letter stating the licensing action being taken. If a license is issued the letter will indicate when you may begin operating a residential child care facility.

Time Frames -- The amount of time required in issuing a license is approximately **nine** to **twelve** months after the applicant submits an application and policies and procedures (Phase II). Time frames will depend upon the following:

- The timeliness and accuracy of the completion of required policies, procedures, forms, documents, etc. by the applicant;
- Achievement of compliance with licensing standards and administrative rules;
- Approval of the Division of Facility Services (Construction Section);
- Completion of the Fire Safety Report, Health Inspection, etc.;
- Consultant's site visit;
- Work load of the consultant.